

Instructions for Downloading Application Information and Submitting Applications on-line.

Please review these instructions thoroughly as they have changed significantly from previous years.

Applications **must** be submitted to the ACRC electronically on-line using the following process:

- Step 1 - Download the Application files.
- Step 2 - Complete the Application Cover Sheet.
- Step 3 - Submit the Application, Budget and signed Application Cover Sheet.

To complete the steps above, your computer system must have the following:

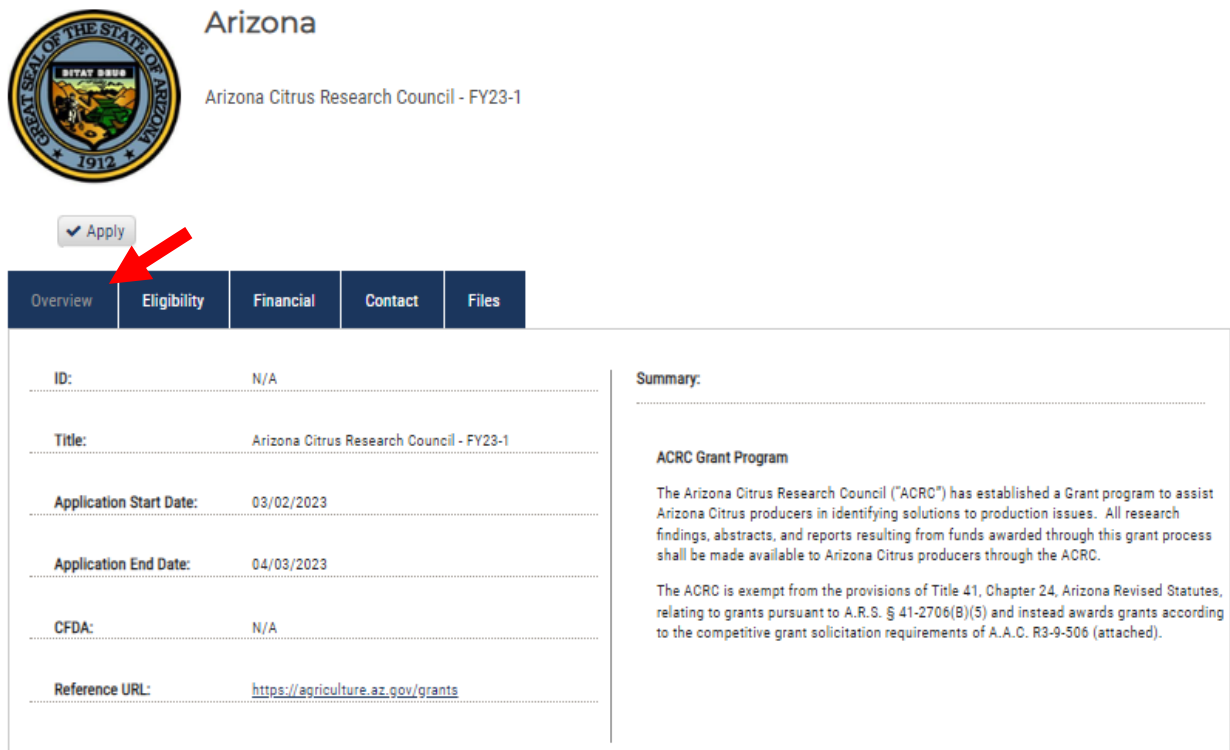
- Internet access
- Adobe Acrobat Reader


If you have technical difficulties during this process, please contact the ACRC Administrator during regular business hours.

1. Access the ACRC solicitation web page at:

<https://tinyurl.com/ACRC-2023>

Click on and review the Overview, Eligibility, Financial, Contact and Files tabs:



 **Arizona**
Arizona Citrus Research Council - FY23-1

Overview **Eligibility** Financial Contact Files

ID:	N/A
Title:	Arizona Citrus Research Council - FY23-1
Application Start Date:	03/02/2023
Application End Date:	04/03/2023
CFDA:	N/A
Reference URL:	https://agriculture.az.gov/grants

Summary:

ACRC Grant Program

The Arizona Citrus Research Council ("ACRC") has established a Grant program to assist Arizona Citrus producers in identifying solutions to production issues. All research findings, abstracts, and reports resulting from funds awarded through this grant process shall be made available to Arizona Citrus producers through the ACRC.

The ACRC is exempt from the provisions of Title 41, Chapter 24, Arizona Revised Statutes, relating to grants pursuant to A.R.S. § 41-2706(B)(5) and instead awards grants according to the competitive grant solicitation requirements of A.A.C. R3-9-506 (attached).



Arizona

Arizona Citrus Research Council - FY23-1

✓ Apply

Overview	Eligibility	Financial	Contact	Files
----------	-------------	-----------	---------	-------

Eligible Applicants:

- Local Government
- Academic Institutions
- Consortia
- Native American Tribe
- Non Profits
- Private Sector
- Schools/School Districts
- State Government

Eligibility Notes:

Eligible applicants are listed to the left.

Individual applicants (not part of a public agency or private entity) must provide documentation of lawful presence in the United States, pursuant to A.R.S. § 1-502 and 8 U.S.C. § 1621.

An applicant that is an employer must provide proof that it is registered with and participating in the e-verify program.



Arizona

Arizona Citrus Research Council - FY23-1

✓ Apply

Overview	Eligibility	Financial	Contact	Files
----------	-------------	-----------	---------	-------

Funds Available: \$50,000.00

Award Amount: N/A (min) N/A (max)

Number of Awards: N/A

Average Award Size: N/A

Matching Required: No

Financial Notes:

Funding Source

Funds for the ACRC grants are available primarily from per carton and per carton equivalent assessments on citrus grown in Arizona, pursuant to A.R.S. §3-468 and §3-468.04, as well as other monies in the ACRC fund.

For this grant cycle, approximately \$50,000 is available for the ACRC grants. The ACRC may award grants for multiple year projects. ACRC may also award multiple grants from these funds contingent upon the availability of funds at the time of award. The ACRC expects to issue Grant awards in April of 2023.



Arizona

Arizona Citrus Research Council - FY23-1

✓ Apply

Overview	Eligibility	Financial	Contact	Files
----------	-------------	-----------	---------	-------

Agency/Department:	AHA - Agricultural Consultation and Training	Contact Notes: For questions, please contact the Council Administrator.
Contact/Help:	ljames@azda.gov	
Office:	Arizona Citrus Research Council	
Program Contact:	Lisa James ACRC Administrator Arizona Department of Agriculture 1110 W. Washington St., Suite 450 Phoenix, AZ 85007 Telephone: 602-542-3262 ljames@azda.gov	
Application Address:	Applications must be submitted on-line.	



Arizona

Arizona Citrus Research Council - FY23-1

✓ Apply


Overview	Eligibility	Financial	Contact	Files
----------	-------------	-----------	---------	-------

Files:	File Notes:
Grant Manual: Manual2023final (148.3 Kb)	For instructions on downloading the application files, please visit our website at: https://agriculture.az.gov/grants General Compliance All proposed projects must comply with all applicable federal and state laws and the terms of the Grant award agreement signed after an award is made. <u>The information contained in an application shall not be confidential.</u> All applications shall be open for public inspection the next business day after the due date.
Application Cover Sheet: Application Cover Sheet - fillable (58.5 Kb)	
Instructions: Instructions - revised 030323 (1.8 Mb)	

Note: These are general instructions based on the use of Windows 10 Professional as the operating system and Google Chrome as the browser. The use of a different operating system and/or browser other than Google Chrome, i.e. Internet Explorer or Firefox may vary the process of saving or downloading files to your computer.

At the Files tab, download and save the PDF files to your computer:

Download and save the  PDF files using the following steps:

- a. Click on the file link to open the file.
- b. Click on the download arrow  in the upper right menu bar.
Hint: Hover towards the top of the screen to un-hide the menu bar.
- c. The “Save As” dialog box will open.
- d. Name the file and save it to a location on your computer that you can access later.

2. Prepare the following file off-line.

Application Cover Sheet in PDF format – Completed, printed, signed and scanned into a new PDF document or digitally signed and saved as a PDF document.

3. See pages 8 and 9 of the Grant Manual for Required Application Information.

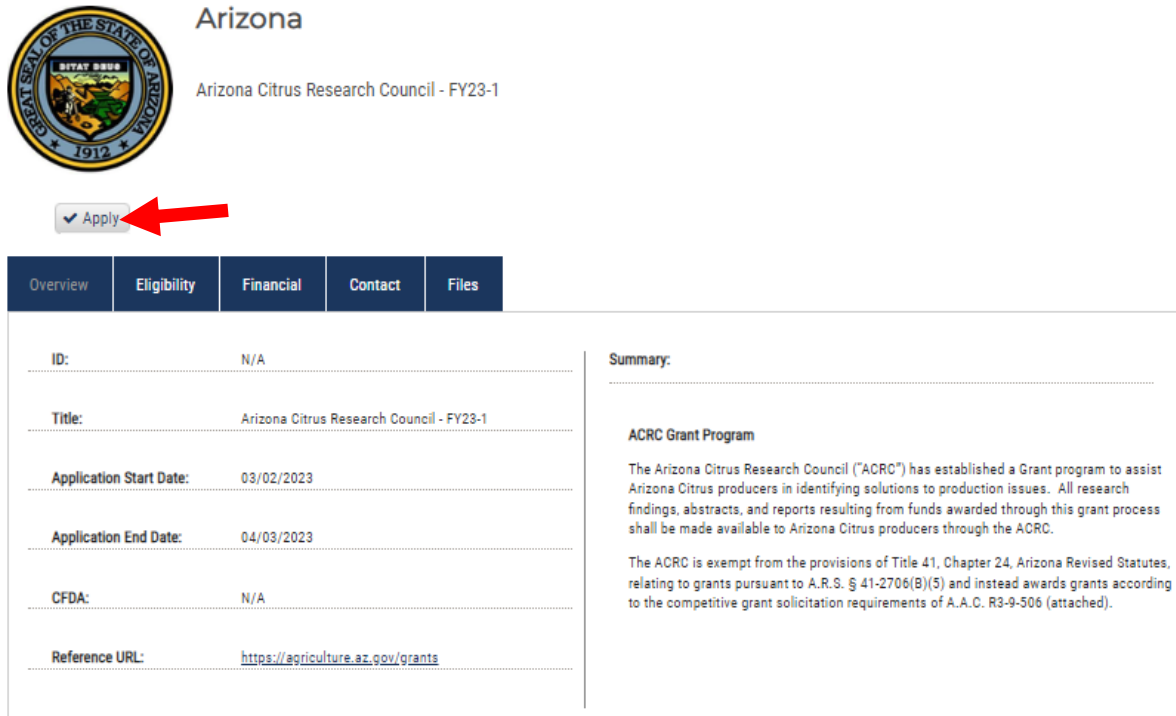
Hint: Required Application Information can be prepared in a Word document and then copied and pasted into the on-line application.

4. When the Required Application Information, Budget and signed Application Cover Sheet are complete, use the following steps to submit the application on-line:

- a. Return to the ACRC solicitation web page at:

<https://tinyurl.com/ACRC-2023>

- b. Click on the “Apply” button.



Arizona

Arizona Citrus Research Council - FY23-1

✓ Apply

Overview Eligibility Financial Contact Files

ID: N/A

Title: Arizona Citrus Research Council - FY23-1

Application Start Date: 03/02/2023

Application End Date: 04/03/2023

CFDA: N/A

Reference URL: <https://agriculture.az.gov/grants>

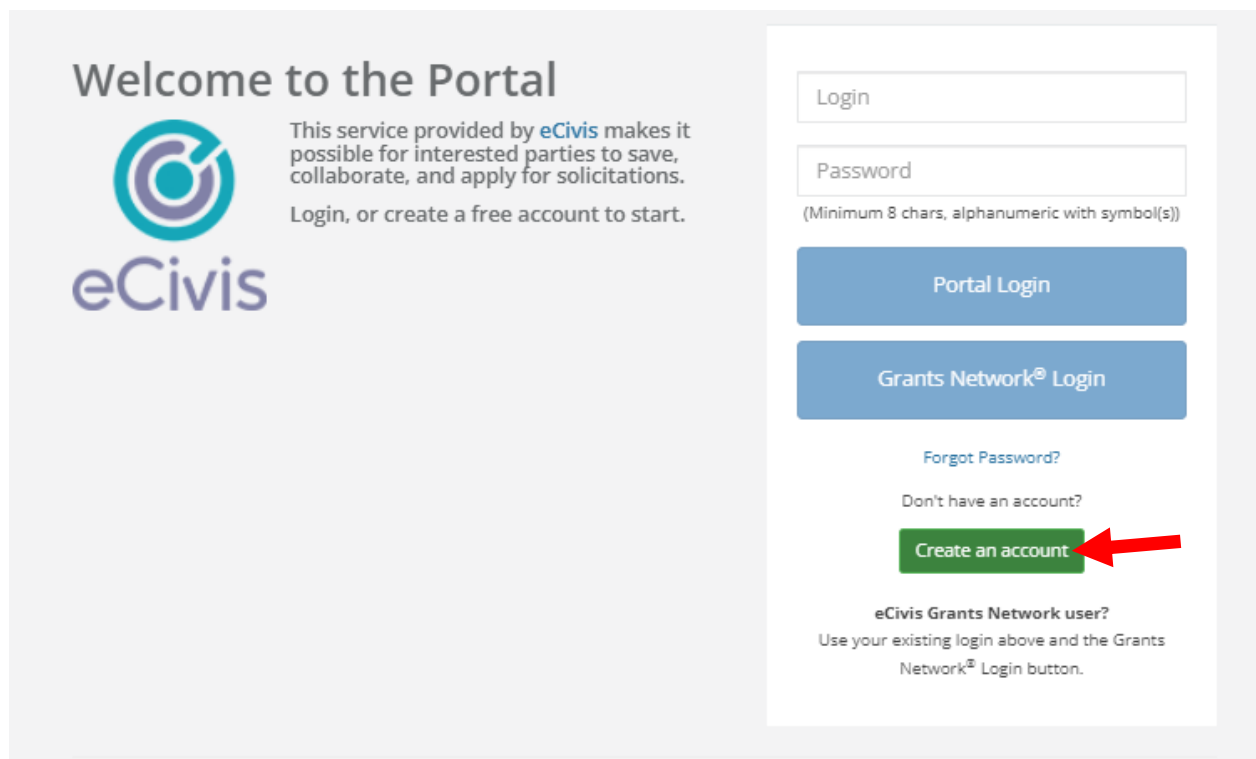
Summary:

ACRC Grant Program

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The ACRC is exempt from the provisions of Title 41, Chapter 24, Arizona Revised Statutes, relating to grants pursuant to A.R.S. § 41-2706(B)(5) and instead awards grants according to the competitive grant solicitation requirements of A.A.C. R3-9-506 (attached).

- c. Either login to the eCivis “Portal Login” with an existing account and **skip to Step h.** or click on the “Create an account” button.



Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations. Login, or create a free account to start.

eCivis

Login

Password

(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login

Grants Network® Login

[Forgot Password?](#)

[Don't have an account?](#)

Create an account

eCivis Grants Network user?

Use your existing login above and the Grants Network® Login button.

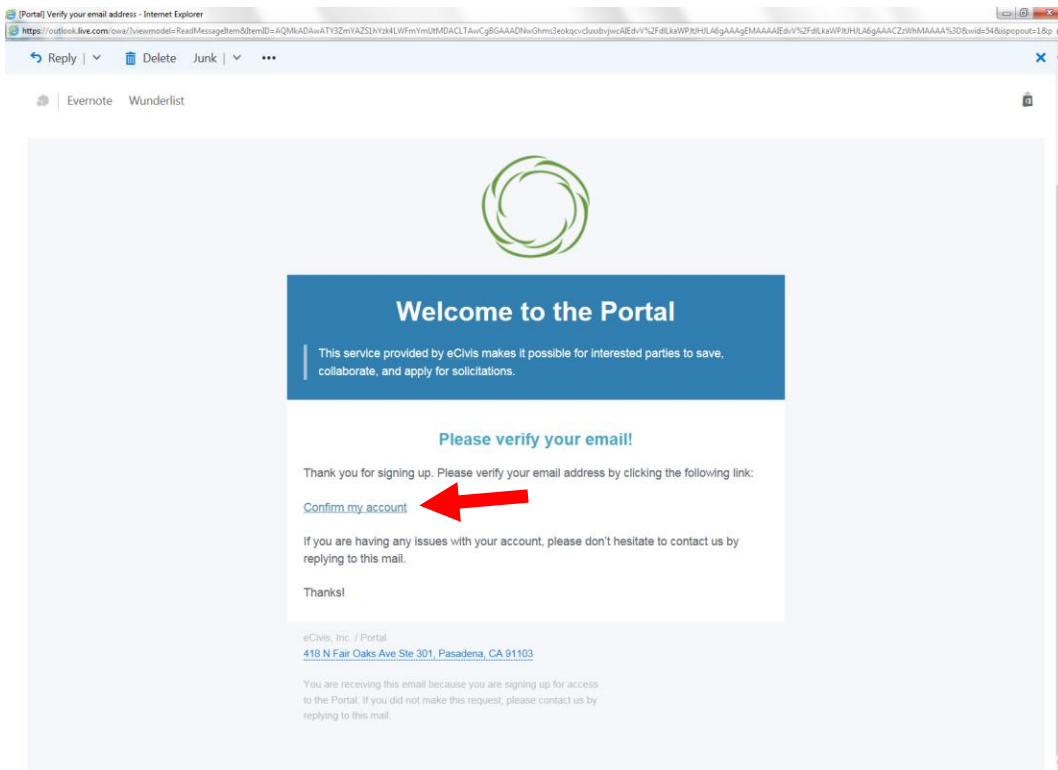
- d. Enter the appropriate information for a new account signup. Note: The “Passphrase” (password) must rate as “strong” or “perfect” or the system will not allow a “Signup”.

The screenshot shows a web browser window with the URL <https://portal.ecivis.com/#/register>. The page is titled "New Account Signup" and includes a welcome message: "Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate". Below the message are four input fields: "First Name", "Last Name", "Email Address", and "Passphrase". The "Passphrase" field has a red "Weak" indicator below it. A blue "Sign Up" button is positioned below the fields, and a blue link "Back to Login" is below the button. At the bottom, there is a copyright notice: "© 2016 All rights reserved. eCivis, Inc. Privacy Policy and Terms of Service".

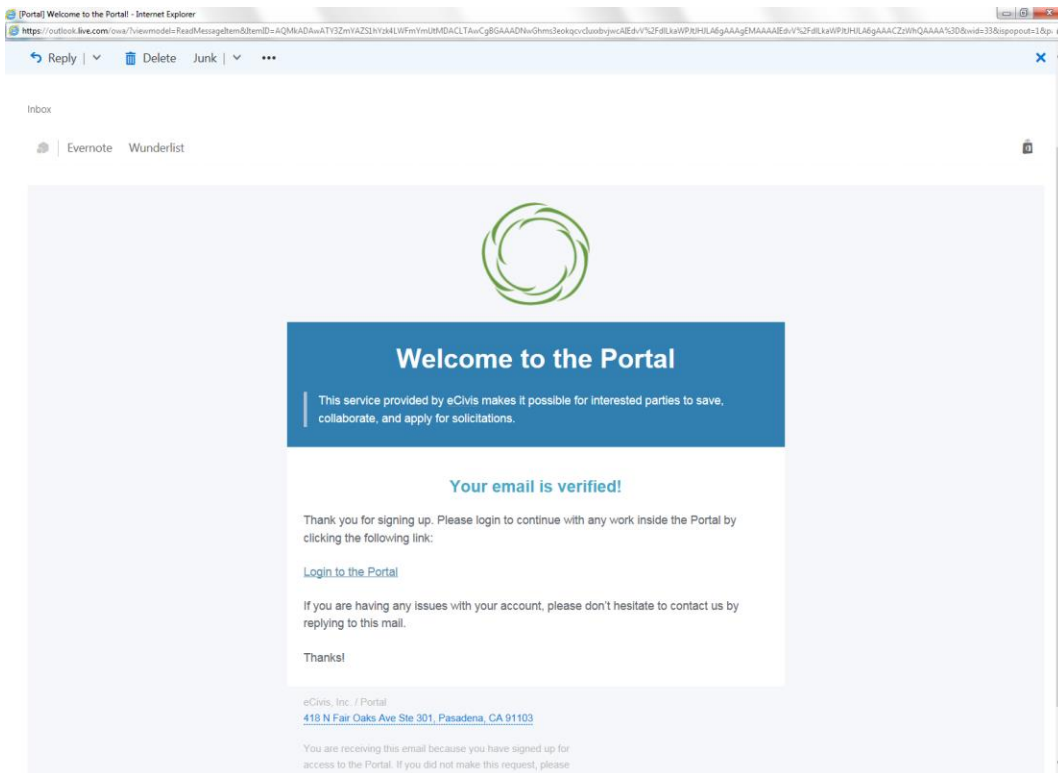
- e. You will receive a message to confirm your e-mail address via an e-mail message sent to you.

The screenshot shows a web browser window with the URL <https://portal.ecivis.com/#/registered>. The page features a green circular logo on the left and a "Welcome to the Portal" message: "This service provided by eCivis makes it possible for applicants to save, collaborate, and apply to solicitations." On the right, a white box contains a congratulatory message: "Congratulations, you have successfully created your account!" followed by instructions: "Check your email for a verification link to confirm your account and continue applying for the grant you were viewing. If you do not receive an email within an hour please contact support@ecivis.com." and a blue link "Back to Login". At the bottom, there is a copyright notice: "© 2016 All rights reserved. eCivis, Inc." and a link to "Privacy Policy and Terms of Service".

- f. Confirm your account by clicking on the link provided in your e-mail message.

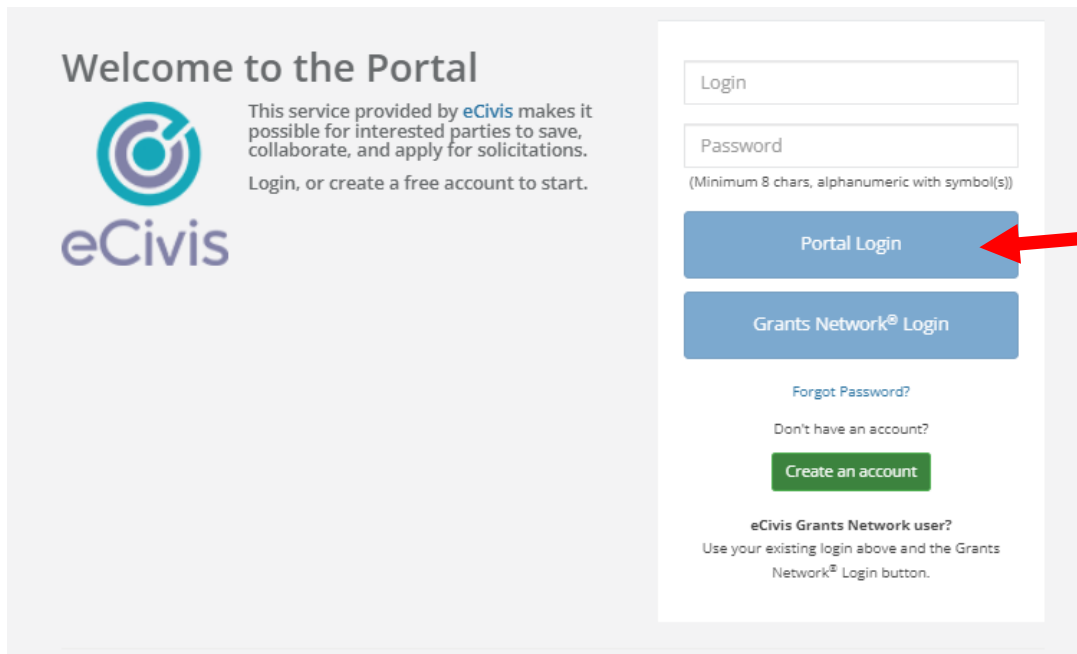


- g. You will receive a second e-mail message confirmation that your e-mail is verified. You can login to the Portal from here or return to the Portal login screen in your browser.



<http://agriculture.az.gov>

- h. Login to the “Portal Login” with your login and password.



Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations. Login, or create a free account to start.

Login

Password

(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login

Grants Network® Login

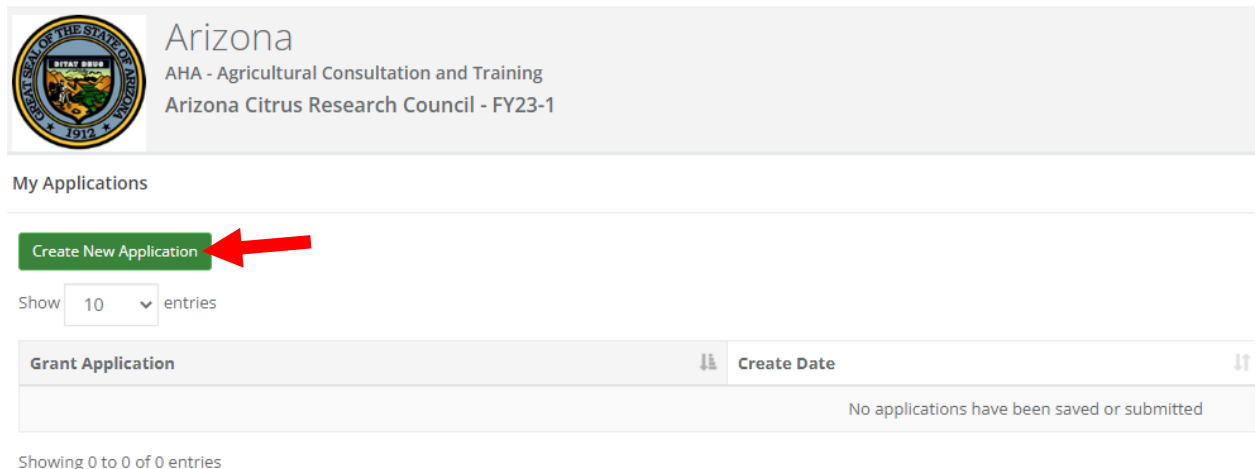
[Forgot Password?](#)

Don't have an account?

Create an account

eCivis Grants Network user?
Use your existing login above and the Grants Network® Login button.

- i. Click on the green "Create New Application" button.



Arizona

AHA - Agricultural Consultation and Training

Arizona Citrus Research Council - FY23-1

My Applications

Create New Application

Show 10 entries

Grant Application	Create Date
No applications have been saved or submitted	

Showing 0 to 0 of 0 entries

- j. It may be necessary to repeat the sign-in process by clicking on the blue button. **Otherwise skip to Step m.**

Application Submissions

Sign In/Sign Up Instructions

For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

Sign In

Log in with your credentials again to access your application's account

- k. Always log-in using the "Portal Login" button.

Please confirm your account before applying

Portal Login

eCivis® Login

- l. Login into the Portal with your e-mail and password.

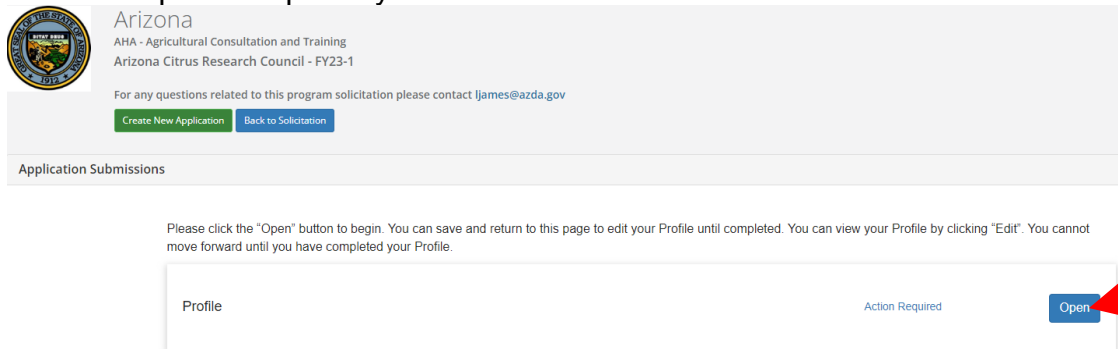
Portal

Log In Sign Up

Don't remember your password?

LOG IN >

m. Click on "Open" to update your Profile.



Arizona
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Arizona Citrus Research Council - FY23-1

For any questions related to this program solicitation please contact ljames@azda.gov

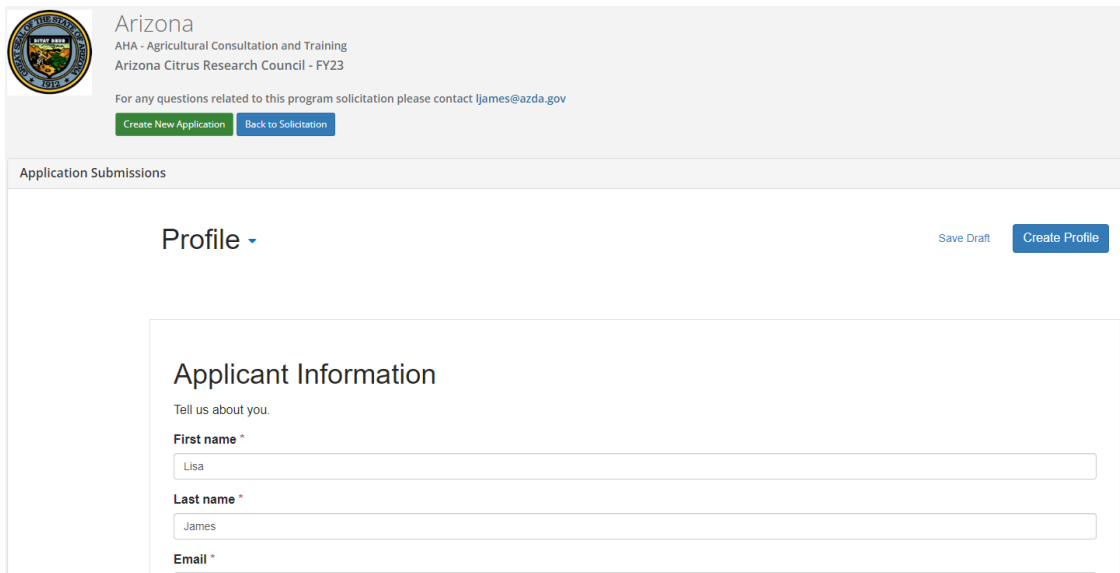
[Create New Application](#) [Back to Solicitation](#)

Application Submissions

Please click the "Open" button to begin. You can save and return to this page to edit your Profile until completed. You can view your Profile by clicking "Edit". You cannot move forward until you have completed your Profile.

Profile Action Required [Open](#)

n. Enter the appropriate information on the "Profile" page and click on "Create Profile" or "Save Draft" at the top or bottom of the page.



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[Create New Application](#) [Back to Solicitation](#)

Application Submissions

Profile Save Draft [Create Profile](#)

Applicant Information

Tell us about you.

First name *

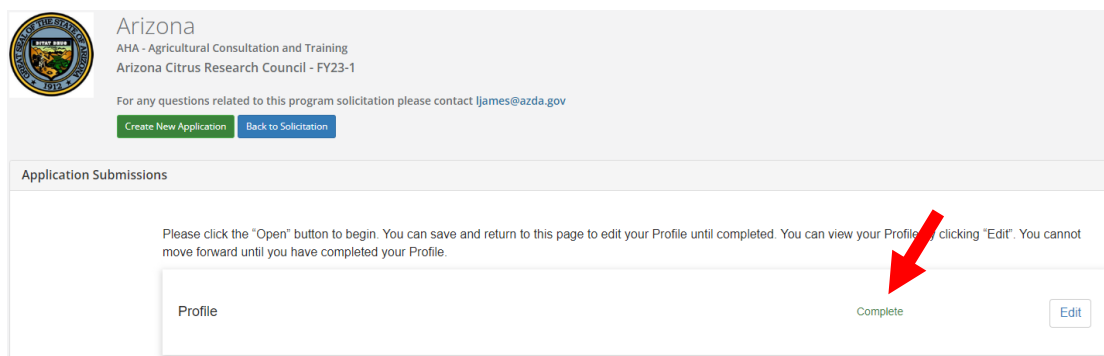
Lisa

Last name *

James

Email *

o. Confirm that the "Profile" step is checked as "Complete".



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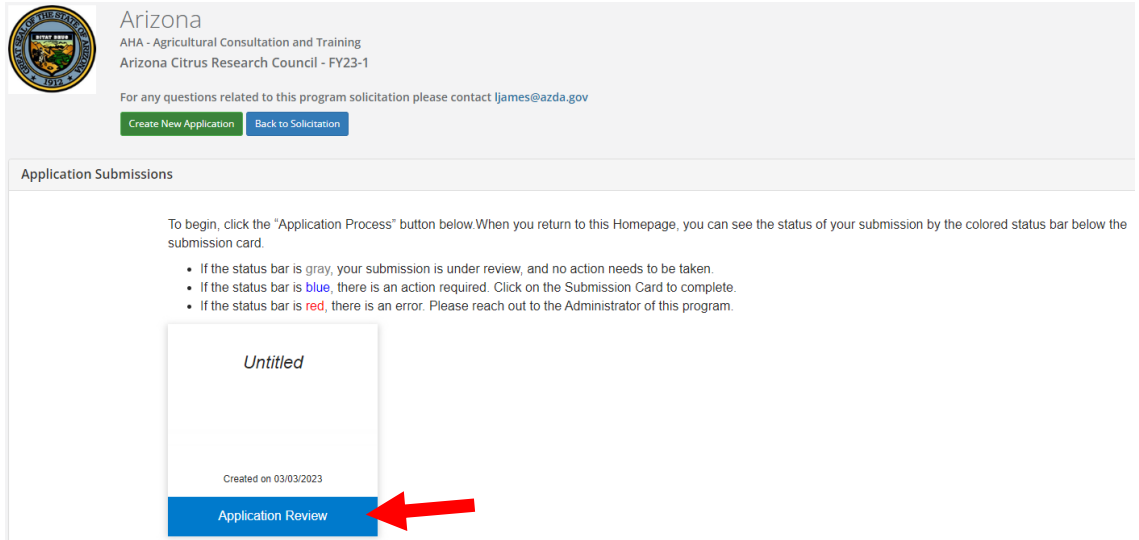
[Create New Application](#) [Back to Solicitation](#)

Application Submissions

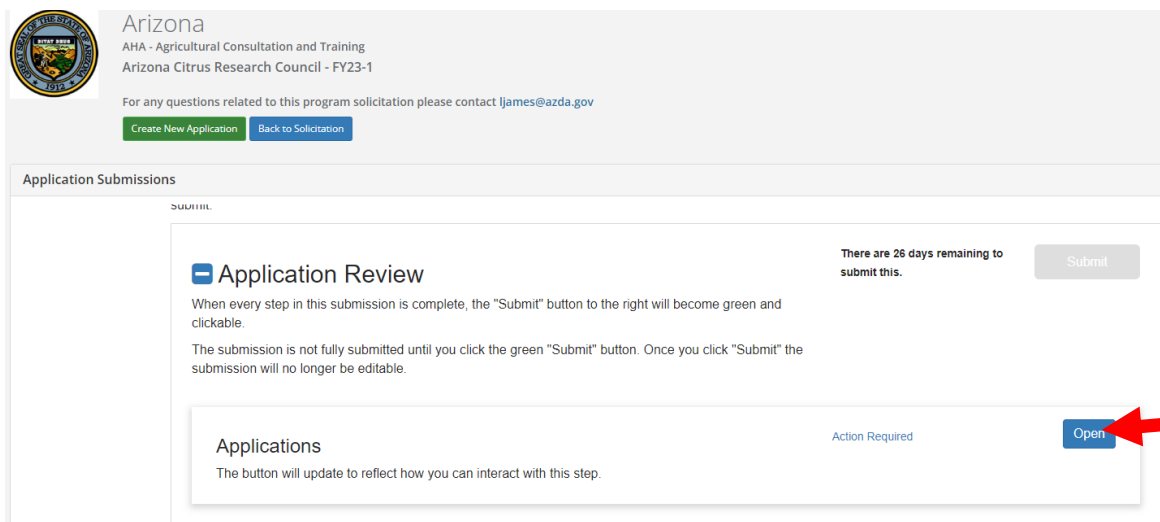
Please click the "Open" button to begin. You can save and return to this page to edit your Profile until completed. You can view your Profile by clicking "Edit". You cannot move forward until you have completed your Profile.

Profile Complete [Edit](#)

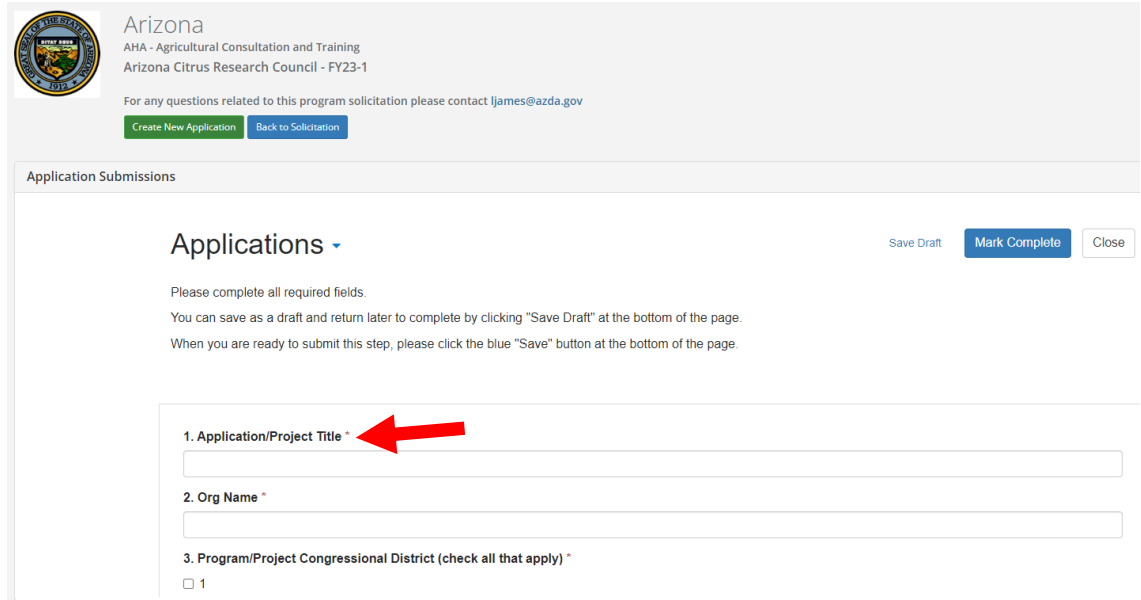
- p. To start the application, SCROLL DOWN and click in the "Application Process" blue bar of the "Untitled" box or click in the "Get Started" box.



- q. Click the "Open" button to enter the application information.



- r. Enter all “required” information indicated with an asterisk. **Please see page 8 of the Grant Manual.**



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[Create New Application](#) [Back to Solicitation](#)

Application Submissions

Applications Save Draft Mark Complete Close

Please complete all required fields.
You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page.
When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

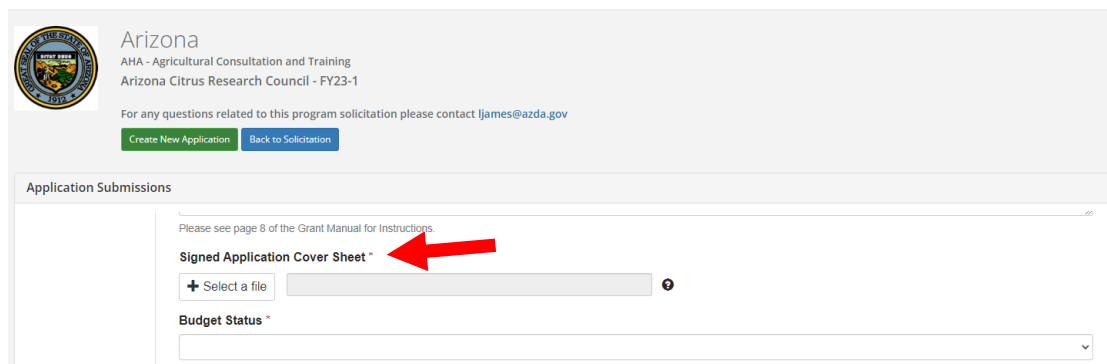
1. Application/Project Title *

2. Org Name *

3. Program/Project Congressional District (check all that apply) *

☐ 1

- s. Click “+ Select a file” to upload the completed and signed Application Cover Sheet.



Arizona
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Arizona Citrus Research Council - FY23-1

For any questions related to this program solicitation please contact ljames@azda.gov

[Create New Application](#) [Back to Solicitation](#)

Application Submissions

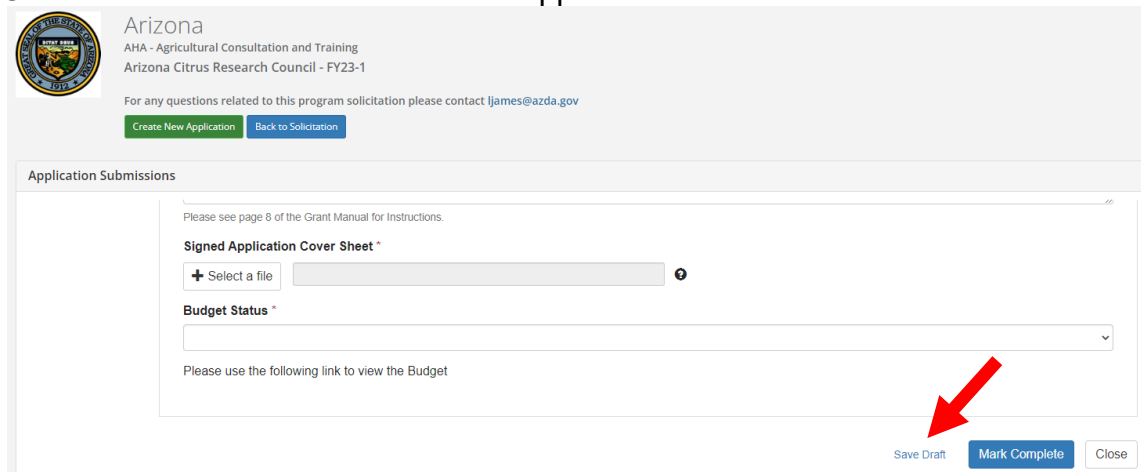
Please see page 8 of the Grant Manual for instructions.

Signed Application Cover Sheet *

+ Select a file

Budget Status *

- t. Click on “Save Draft” to return to the application at a later time.



Arizona
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Arizona Citrus Research Council - FY23-1

For any questions related to this program solicitation please contact ljames@azda.gov

[Create New Application](#) [Back to Solicitation](#)

Application Submissions

Please see page 8 of the Grant Manual for instructions.

Signed Application Cover Sheet *

+ Select a file

Budget Status *

Please use the following link to view the Budget

[Save Draft](#) Mark Complete Close

- u. Scroll down and click on the “Actions” button of the line with the applicable Project Title to enter the project budget.

Applications Budget

Show 10 entries

Search:

Project Title	Create Date	Status	Total Requested	Actions
N/A	05/29/2020	Draft	\$0.00	
Test	05/29/2020	Draft	\$0.00	

- v. Click on “Edit Budget”.

Applications Budget

Show 10 entries

Search:

Project Title	Create Date	Status	Total Requested	Actions
N/A	05/29/2020	Draft	\$0.00	
Test	05/29/2020	Draft	\$0.00	

Showing 1 to 2 of 2 entries

Edit Budget >

- w. Enter the project budget information for each applicable Budget Category by clicking on the category title. **Please see page 9 of the Grant Manual.**

Application Budget for Test

Program: Arizona Citrus Research Council - FY23-1
Project name: Test

[Return to Application](#)

Budget Stage: Pre-Award

Actions



Budget Summary

\$0.00	Total Direct Costs	\$0.00	Match / Cost Share
\$0.00	Total Indirect Costs	\$0.00	Program Income
\$0.00	Total Amount (Direct + Indirect)		

Budget Settings

Budget Items

	Ext Cost	Direct Cost	Ind Cost	Cost Share
1. Personnel	\$0.00	\$0.00	\$0.00	\$0.00

- x. Enter details for each category in the table. Add rows if necessary. Totals will calculate automatically.


Budget Items

Personnel

		Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:		\$0.00	\$0.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Cost Share	Item Type
Personnel	Personnel	0.00	\$0.00	\$0.00	\$0.00		\$0.00	Direct Cost

+ Add Row



- y. When all applicable categories are complete, return to the top of the page to confirm totals and “Save”. *Hint: Totals for Indirect Costs, Match/Cost Share and Program Income should always be zero.*

Application Budget for Test

Program: Arizona Citrus Research Council - FY23-1
Project name: Test

[Return to Application](#)

Budget Stage: Pre-Award

Actions



Budget Summary

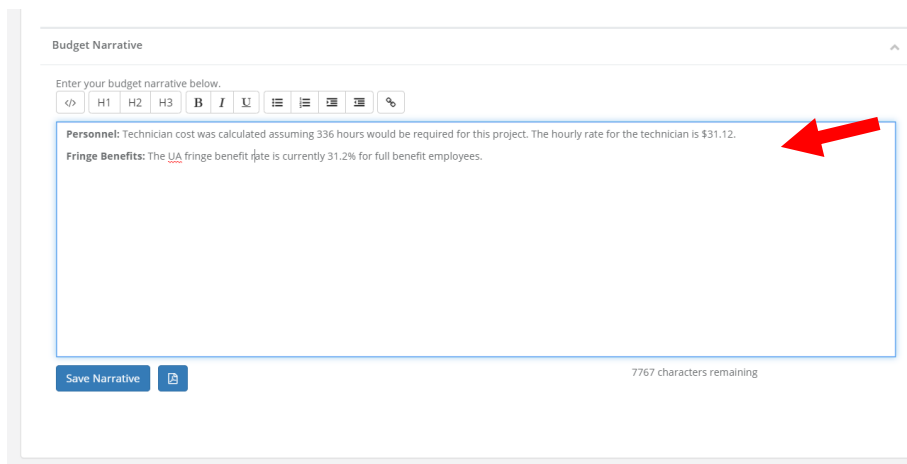
\$0.00	Total Direct Costs	\$0.00	Match / Cost Share
\$0.00	Total Indirect Costs	\$0.00	Program Income
\$0.00	Total Amount (Direct + Indirect)		

- z. Scroll to the bottom of the Budget Worksheet to enter the “Budget Narrative”.

Budget Narrative

Enter your budget narrative below.

aa. Include a narrative explanation for each applicable budget category. *Hint: Budget Narrative information can be prepared in a Word document and then copied and pasted into the on-line application.*



Budget Narrative

Enter your budget narrative below.

<> H1 H2 H3 B I U [List Bulleted] [List Numbered] [List Task] [List Section] [Link]

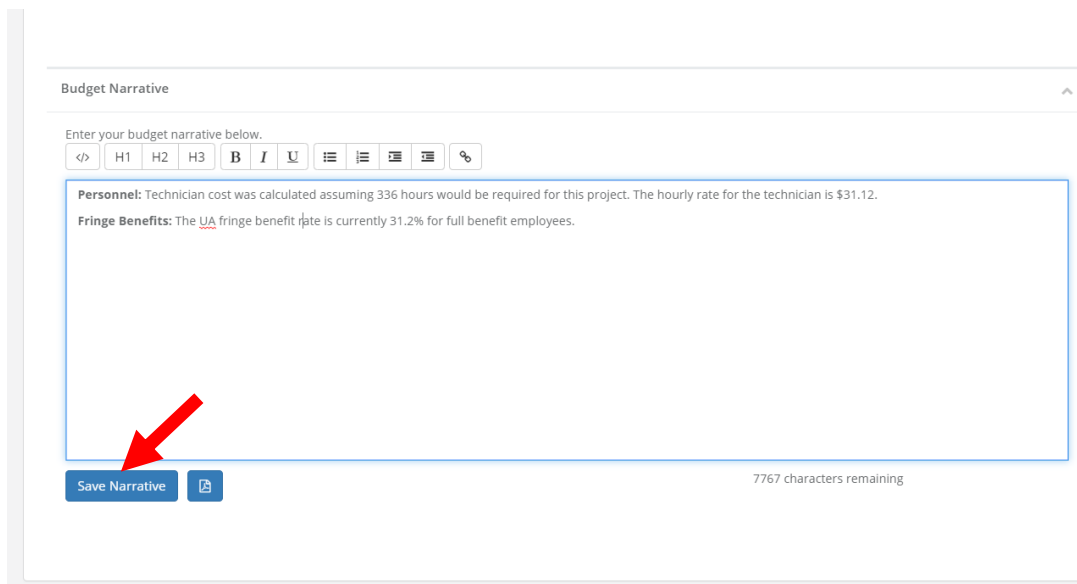
Personnel: Technician cost was calculated assuming 336 hours would be required for this project. The hourly rate for the technician is \$31.12.

Fringe Benefits: The UA fringe benefit rate is currently 31.2% for full benefit employees.

Save Narrative [Icon]

7767 characters remaining

bb. Click on “Save Narrative”. *Hint: There are separate “Save” functions for the narrative (bottom of the page) and the budget (top of the page).*



Budget Narrative

Enter your budget narrative below.

<> H1 H2 H3 B I U [List Bulleted] [List Numbered] [List Task] [List Section] [Link]

Personnel: Technician cost was calculated assuming 336 hours would be required for this project. The hourly rate for the technician is \$31.12.

Fringe Benefits: The UA fringe benefit rate is currently 31.2% for full benefit employees.

Save Narrative [Icon]

7767 characters remaining

cc. When the Budget and Budget Narrative have been completed and saved, click on the "Return to Application" button to complete the remaining required field.

Application Budget for Lisa James

Program: Arizona Citrus Research Council - FY23

Project name: N/A


Return to Application

Test

Created on 10/06/2022

Application Process

dd. Answer the "Budget Status" question by indicating that you have "completed the budget worksheet"



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Arizona Citrus Research Council - FY23
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[Create New Application](#) [Back to Solicitation](#)

Application Submissions

Please see page 8 of the Grant Manual for instructions.

Signed Application Cover Sheet *

Please upload a signed Application Cover Sheet for the project.

[+ Select a file](#)

Budget Status *

I have completed the Budget Worksheet

A Budget is not required for the Application

Indirect Costs are not allowed for this program.

Please use the following link to view the Budget

[Save Draft](#) [Mark Complete](#) [Close](#)

ee. When all required fields are completed, click on “Mark Complete”.

The screenshot shows the 'Application Submissions' form. At the top, there is a text area labeled 'Test'. Below it, a note says 'Please see page 8 of the Grant Manual for instructions.' The 'Budget Status' field is highlighted with a blue border and contains the text 'I have completed the Budget Worksheet'. A red arrow points to the 'Mark Complete' button, which is located next to 'Save Draft' and 'Close' buttons.

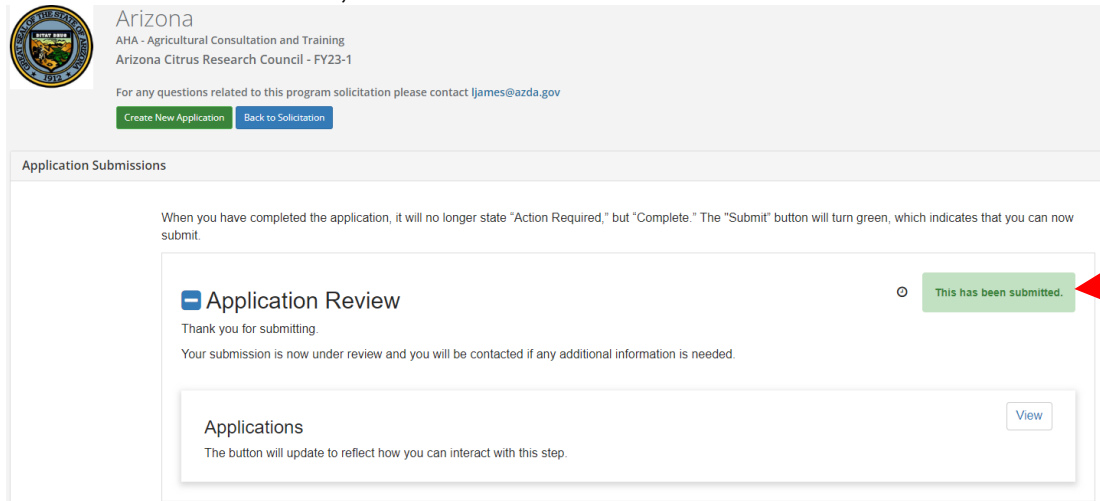
ff. Confirm that the Applications step is checked “Complete”.

The screenshot shows the 'Application Submissions' form. At the top, there is a header for 'Arizona AHA - Agricultural Consultation and Training Arizona Citrus Research Council - FY23-1'. Below this, there are links for 'Create New Application' and 'Back to Solicitation'. The 'Application Submissions' section shows a progress bar with the 'Applications' step highlighted in green and labeled 'Complete'. A red arrow points to the 'Complete' label. To the right, there is a 'Submit' button and a note 'There are 26 days remaining to submit this.'

gg. Click on “Submit”. **The Application must be submitted prior to 5:00 p.m. (MST) on April 4, 2023.**

The screenshot shows the 'Application Submissions' form. At the top, there is a header for 'Arizona AHA - Agricultural Consultation and Training Arizona Citrus Research Council - FY23-1'. Below this, there are links for 'Create New Application' and 'Back to Solicitation'. The 'Application Submissions' section shows a progress bar with the 'Applications' step highlighted in green and labeled 'Complete'. A red arrow points to the 'Submit' button, which is located next to a note 'There are 26 days remaining to submit this.'

- hh. Confirm that the application was successfully submitted. You will also receive an e-mail confirmation. If you DO NOT receive an e-mail confirmation please contact the ACRC Administrator, see Grant Manual.



Arizona
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Arizona Citrus Research Council - FY23-1

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[Create New Application](#) [Back to Solicitation](#)

Application Submissions

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.

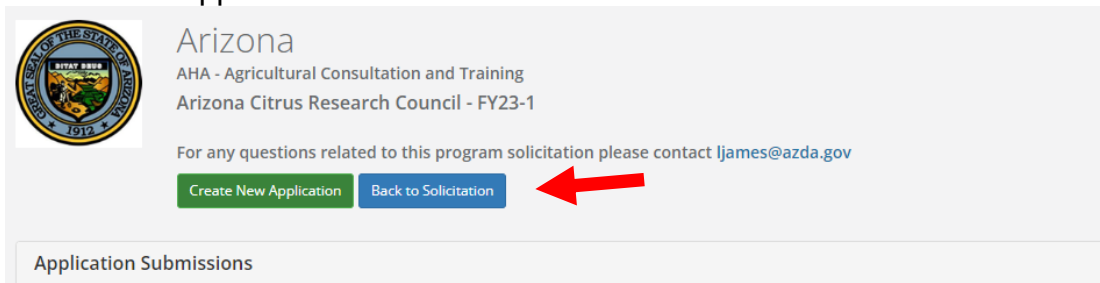
Application Review This has been submitted.

Thank you for submitting.
Your submission is now under review and you will be contacted if any additional information is needed.

Applications [View](#)

The button will update to reflect how you can interact with this step.

- ii. Either return to the solicitation or "Create New Application" or scroll down to view the status of applications.



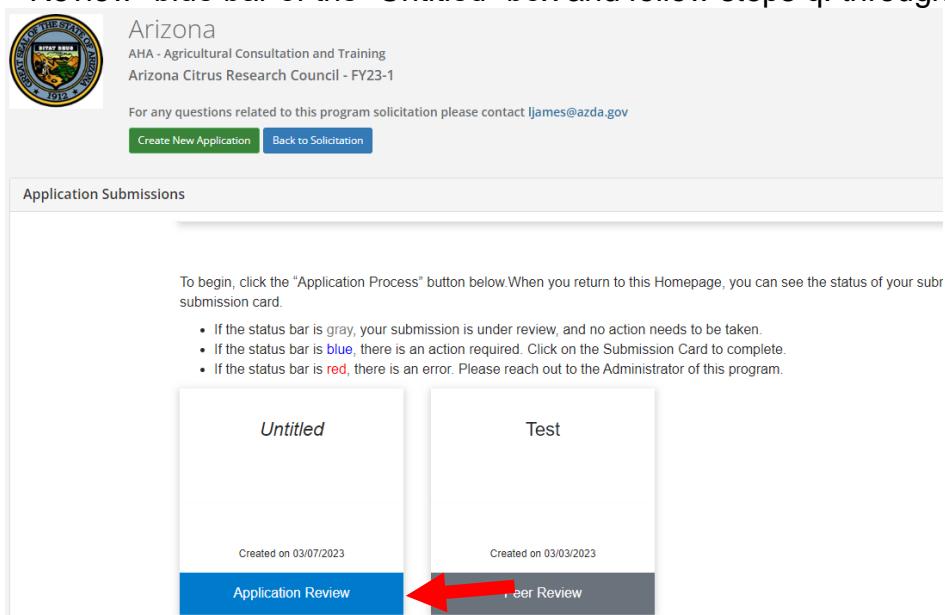
Arizona
AHA - Agricultural Consultation and Training
Arizona Citrus Research Council - FY23-1

For any questions related to this program solicitation please contact ljames@azda.gov

[Create New Application](#) [Back to Solicitation](#)

Application Submissions

- jj. To start another application, SCROLL DOWN and click in the "Application Review" blue bar of the "Untitled" box and follow steps q. through hh.



Arizona
AHA - Agricultural Consultation and Training
Arizona Citrus Research Council - FY23-1

For any questions related to this program solicitation please contact ljames@azda.gov

[Create New Application](#) [Back to Solicitation](#)

Application Submissions

To begin, click the "Application Process" button below. When you return to this Homepage, you can see the status of your submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.

Untitled	Test
Created on 03/07/2023	Created on 03/03/2023
Application Review	Peer Review